

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [www.westbranchiowa.org/government/council-videos](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**May 15, 2017  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Mary Beth Stevenson, Tim Shields, Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: Interim City Administrator Nick Shimmin, Deputy City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief Mike Horihan and Park & Recreation Director Melissa Russell.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

Approve minutes from the May 1, 2017 City Council Meeting.

Approve claims.

Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales Privileges for Cedars Edge Golf Course Inc. West Branch.

Approve Class C Native Wine License (WCN) with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery for Summer Camp event.

Approve street closure for the 700 block of Sullivan Street from 4:00 p.m. on Saturday May 20, 2017 - 12:00 a.m. on Sunday, May 21, 2017 for a block party.

Motion by Shields, second by Miller to approve agenda/consent agenda items A through E. AYES: Shields, Miller, Pierce, Stevenson, Ellyson. Motion carried.

EXPENDITURES	5/15/2017	
ALLIANT ENERGY	UTILITIES-WATER TOWER	8,707.03
AMAZON	BOOKS AND SUPPLIES	664.51
BAKER & TAYLOR INC.	BOOKS	543.05
BARRON MOTOR SUPPLY	SUPPLIES	57.30
BP AMOCO	VEHICLE FUEL	278.07
BROWN'S WEST BRANCH	VEHICLE REPAIR	95.08
CEDAR COUNTY TREASURER	PROPERTY TAXES	71.00
CJ COOPER & ASSOCIATES	DRUG TEST CUPS	53.68
COSTCO WHOLESALE	SUPPLIES	74.83
CY'S TREE SERVICE	TREE REMOVAL	2,400.00
DAN'S OVERHEAD DOORS & MOR	SERVICE CALL	667.00
DEWEYS JACK & JILL	SUPPLIES	105.86
EBSCO INDUSTRIES, INC	SUBSCRIPTION RENEWALS	826.91
FRED'S FEED & SUPPLY LLC	SUPPLIES	5.09
FREEMAN LOCK & ALARM INC	PADLOCKS & KEYS	143.25
GALAXY CLEANING SERVICES	GALAXY CLEANING SERVICES	1,278.28
GLOBAL SOFTWARE	TAC 10 MAINT 6-17 TO 5-18	1,212.00
HARRY'S CUSTOM TROPHIES	SOCCER MEDALS	120.00
HOLIDAY INN DES MOINES AIR	IMFOA CONFERENCE	190.40
HOLLYWOOD GRAPHICS	T SHIRTS-YOUTH SPORTS	1,537.80
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	526.40
IOWA ONE CALL	LOCATION SERVICE	61.20
IOWA STATE UNIVERSITY, TREASURER	TRAINING-JODEE STOOLMAN	130.00
JOHNSON COUNTY REFUSE INC.	RECYCLING APR, 2017	3,766.75
KINGDOM GRAPHICS LLC	T SHIRTS-YOUTH SPORTS	726.00
KNOCHE, REBECCA	MILEAGE REIMBURSEMENT	133.50
LENOCH & CILEK	SUPPLIES	86.97
LIBERTY DOORS INC	DOOR REPAIR	155.00
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	138.00
MENARDS	SUPPLIES	237.40
MIDWEST FRAME & AXLE	VEHICLE REPAIR	1,719.02
MISCELLANEOUS VENDOR	VIC ZENDER:MISC EXPENSE	24.07
MUNICIPAL SUPPLY INC.	BATTERY	108.05
OLSON, KEVIN D	LEGAL SERVICES-MAY, 2017	1,500.00
PDT SERVICES	SERVICE CALL	175.76
PITNEY BOWES PURCHASE POWER	PITNEY BOWES PURCHASE POWER	500.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL - CITY OFFICE	95.18

PYRAMID SERVICES INC.	REPAIR PARTS	3.69
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	709.00
QUILL CORP	OFFICE SUPPLIES	137.97
STATE HYGIENIC LAB	LAB ANALYSIS	44.50
STOOLMAN, KEVIN	MILEAGE	320.85
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW -SHAY	567.00
WALMART COMMUNITY/RFCS LLC	SUPPLIES	202.45
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	216.00
WEST BRANCH TIMES	LEGAL PUBLICATION/ADVERTISING	1,259.50
WEX BANK	VEHICLE FUEL	1,120.43
WRIGHT-WAY TRAILERS, INC.	WRIGHT-WAY TRAILERS, INC.	2,150.00
TOTAL		38,360.83
PAID BETWEEN MEETINGS		
EDGAR, GORDON	IMFOA CONFERENCE TRAVEL	155.58
UPS	SEWER-SHIPPIING	20.86
US BANK EQUIPMENT FINANCE	COPIER LEASE	241.80
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	35.20
F&B COMMUNICATIONS	WEB HOSTING	29.95
US BANK EQUIPMENT FINANCE	COPIER LEASES	300.80
TOTAL		784.19
PAYROLL	5-5-17	34,559.25
GRAND TOTAL EXPENDITURES		73,704.27

FUND TOTALS		
001 GENERAL FUND		37,666.42
022 CIVIC CENTER		817.31
031 LIBRARY		8,247.37
110 ROAD USE TAX		6,848.51
112 TRUST AND AGENCY		3,878.43
313 MAIN ST SIDEWALK -PHASE 4		19.07
600 WATER FUND		10,166.53
610 SEWER FUND		6,060.63
GRAND TOTAL		73,704.27

## COMMUNICATIONS/OPEN FORUM

No comments.

## PUBLIC HEARING/NON-CONSENT AGENDA

Public Hearing on amending the current budget for the fiscal year ending June 30, 2017

Public hearing opened at 7:02 p.m. There were comments. Public Hearing closed at 7:03 p.m.

Resolution 1615, amending the current budget for the fiscal year ending June 30, 2017./Move to action

Laughlin said the amendment is to cover the Acciona settlement and debt service payments.

Motion by Miller, second by Stevenson to approve Resolution 1615. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. Motion carried.

Resolution 1616, approving Supplemental Agreement No 2 - Phase 3 Right of Way Acquisition Coordination with Veenstra & Kimm on the College Street Bridge Replacement Project./Move to action

Miller questioned if the costs were part of the original engineers estimate. City Engineer Dave Schechinger was not present to confirm. However after further discussion, the Council determined everything was in order.

Motion by Stevenson, second by Miller to approve Resolution 1616. AYES: Stevenson, Miller, Ellyson, Pierce, Shields. Motion carried.

Resolution 1617, Fixing a date of a public hearing to dispose of an interest in real property to Barnhart Properties and Peter Tuttle./Move to action

Public Hearing date was set for June 5, 2017 and council directed the Deputy City Clerk to proceed with the notification process.

Motion by Miller, second by Shields to approve Resolution 1617. AYES: Miller, Shields, Pierce, Ellyson, Stevenson. Motion carried.

Resolution 1618, Allowing the consumption of alcohol on a public street on Saturday June 3, 2017 from 7:00 p.m. - 10 p.m. on the 100 Block of West Main Street for Summer Camp sponsored by West Branch Community Development Group./Move to action

Stevenson questioned who would carry liability insurance for the event in case there was an injury. City attorney Kevin Olson advised the Council that CDG should name the city as an additional insured for the event date. Miller then stated if CDG needed to provide insurance, then so should the host of Resolution 1618. After further discussion, the Council decided not to push the additional insurance for either event.

Motion by Miller, second by Pierce to approve Resolution 1618. AYES: Miller, Pierce, Ellyson, Stevenson, Shields. Motion carried.

Resolution 1621, Allowing the consumption of alcohol on a public street from 4:00 p.m. on Saturday May 20, 2017 to 12:00 a.m. on Sunday May 21, 2017 on the 700 block of Sullivan Street for a block party./Move to action

Motion by Shields, second by Stevenson to approve Resolution 1621. AYES: Shields, Stevenson, Miller, Ellyson, Pierce. Motion carried.

### **CITY STAFF REPORTS**

Matt Goodale - Brush Pile and Curbside Yard Waste Pickup

Goodale reported that the city's brush pile was locked last week due to issues with non-residents dumping large amounts of debris and non-yard waste materials. Goodale said keys are available for check out at the city office during business hours and that a walk-through gate had been added for small loads. Goodale also said that some residents were not happy with the change but understand the reason for it as many had observed the issues the city was having. Goodale also reminded that Public Works provides curbside yard waste pick up every Monday and that more residents are now taking advantage of that service.

Melissa Russell - Cubby Park Concession Stand

Russell asked the Council for direction on the updated concession stand plans for Cubby Park so the engineer could provide a final plan design. Russell stated that the concession stand current plan design has an estimated price tag of \$275,000 to \$300,000 which includes three restrooms, open air seating and storage for supplies and equipment. Pierce stated he was not happy cost and didn't understand why it could be so high for the type of structure. The Mayor stated that he felt a private contractor could build the structure for much less. Upon further discussion, the Council directed Russell to obtain two additional plans, one without a seating area and one with a seating area added to the end of the structure. Stevenson suggested the possibility of doing some sort of fundraising to help offset some of the concession stand costs.

### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin announced that he had been contacted by Nordex USA and they would like to donate \$25,000 to the city for a public project. Laughlin suggested putting the donation toward Cubby Park. Laughlin also said he wanted to start the process for the future development planning for the Croell Redi-Mix site.

Laughlin told the Council that he was willing to host a meet & greet with the City Administrator candidates at his home on Friday evening. Councilperson Stevenson and Shields were not comfortable with the idea and suggested that the gathering be eliminated for respect of the candidates and their desire to remain confidential. Laughlin also requested some additional information on the interview process

for Saturday and requested Interim City Administrator Nick Shimmin to contact the consultant for clarification.

Laughlin requested a review of the Code on language for pre-existing, non-conforming structures. He mentioned that the way the Code is currently written it doesn't work for some of the older areas of town. He suggested a meeting with the zoning administrator and city attorney to review for possible changes.

Laughlin provide an update on CEDCO and the possibility of it dissolving due to funding cuts from Iowa State University Extension. Laughlin had attended a meeting and was asked whether or not West Branch wanted to continue with the program. Stevenson and Ellyson expressed their desire to remain with the program for the time being. Pierce and Miller asked if the city could obtain a list of services that CEDCO currently provides so the Council could determine the value for the money paid to the organization. Pierce also requested to have more regular updates from CEDCO.

Stevenson thanked Public Works and the volunteers who re-planted trees in the boulevard along Main Street.

Pierce asked for an update on the restrooms at Lions Field. He said the project has drug on for too long and it needs to be completed as soon as possible. Russell responded that she had received a list of items from HBK that needed to be completed and said she would make another follow-up.

Miller asked for an update on the street lines that needed repainted up near the new Casey's. City Engineer Dave Schechinger was not present to comment.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:12 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk